



These two full-time positions include a generous benefits package including health coverage, short and long-term disability, retirement, deferred compensation, 12 paid holidays, annual leave, family personal leave, paid sick leave and more.



800 East Broad Street
Richmond, VA 23219

The Library of Virginia

As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve, and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.

THE LIBRARY OF VIRGINIA'S MAIN BUILDING

STACKS TECHNICIAN (ADMINISTRATIVE & OFFICE SPECIALIST II)

Position Numbers 00028 & 00044

Salary Minimum \$26,000

Full-time with benefits

Qualifications

- Basic knowledge of library and/or archives terminology;
- Basic knowledge of computer operations;
- Ability to interpret oral and written instructions;
- Ability to understand and follow established procedures;
- Ability to do detailed work accurately;
- Ability to work with Staff and the public and communicate effectively;
- Ability to work effectively, both independently, and as a team member;
- Ability to lift and move volumes, boxes, and other containers weighing 30 to 40 pounds each;
- Ability to work in a closed stacks environment with a year-round temperature of 68° F;
- Ability to work a rotating Saturday schedule; and,
- High School Diploma or G.E.D. equivalent.

Preferred Qualifications

- College courses in history and/or library science preferred;
- Some knowledge of archival theory and practices preferred; and,
- Previous related experience in a library, archives, or records storage facility preferred.

An equivalent combination of education, training, and experience may substitute for educational requirements.

To Apply

Candidates must submit a fully completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com> for position #00028. Both positions will be filled from this recruitment.

Please visit our website at www.lva.virginia.gov for additional information about the agency. Selected candidate must complete a criminal background check.

The Library of Virginia is an Equal Opportunity Employer and encourages women, minorities, individuals with disabilities, veterans, and people with National Service experience to apply. Reasonable accommodations are available to persons with disabilities during the application and/or interview process per the Americans with Disabilities Act.

An EEO/AA/ADA Employer

The Office of Human Resources can be reached at 804/692-3586 or by email at nancy.epperly@lva.virginia.gov.

Applications for this position must be received by 11:59pm on April 6, 2018.